

CITY OF COSTA MESA
Established Date: June 20, 2021
Revision Date:

Active Transportation Coordinator

Class Code:
0107

DESCRIPTION:

Under general direction, leads the development, monitoring, tracking, and implementation of the City's Active Transportation Program in order to provide safe, convenient access for bicyclists, pedestrians, and users of all ages and abilities; and performs related duties as required.

CLASS CHARACTERISTICS

This is a one-position classification that reports to the Transportation Services Manager and is responsible for leading the development and implementation of the City's Active Transportation Programs. The position requires specialized knowledge, abilities, skills, and experience, and exercises independent judgment in the performance of their duties. Work requires extensive verbal and written contact with a variety of governmental agencies, private industry and community groups. Work may involve supervision of subordinate employees. Work is evaluated through conferences, reports, and results obtained.

ESSENTIAL FUNCTIONS:

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

Leads the development, monitoring, tracking, and implementation of the City's Bicycle and Pedestrian Master Active Transportation Plans.

Serves as the staff liaison with the Bikeway and Walkability Committee including coordinating the distribution of agenda and preparation of reports, meeting materials, agendas and minutes and supporting the Bikeway and Walkability committee activities and initiatives.

Responds to inquiries from the committee members, liaisons and the general public such as traffic flow, traffic safety, signal operations, neighborhood traffic issues, and bicycle, pedestrian, and transit related improvements.

Gathers, collects, transmits and tracks projects for the development of pedestrian and bicycle related plans, policies, programs, performance measures, and projects including developing and maintaining a bicycle project database for project prioritization based on goals and objectives in the City's General Plan.

Shares and promotes best practices for pedestrian/bicycle infrastructure policies, design and implementation and leads the implementation of pedestrian/bicycle policies.

Reviews and provides feedback on planning and project development studies with regards to active transportation.

Assists in the implementation of pedestrian/bicycle related policies from the Caltrans, OCTA, and the Southern California Association of Governments (SCAG).

Coordinates with Orange County Transportation Authority (OCTA) to evaluate and improve City transit facilities.

Assists, coordinates and confers with City departments, neighboring agencies and other jurisdictions on joint studies or projects for programs, modifications improvements, impediments, health impact assessments related to active transportation.

Assigns, schedules, evaluates, monitors, trains, checks, and corrects the work of assigned supervisory, professional, technical, and clerical staff.

Researches and keeps apprised of available bicycle and pedestrian funding sources, determines work items that are eligible for grant funding and leads efforts to apply for grant programs, funding studies, projects, and programs geared toward bicyclists, pedestrians, and transit users.

Drafts documents such as resolutions, consultant scopes of work, and request for proposals (RFP) associated with pedestrian and bicycle programs, traffic safety improvement programs, and suggested routes to schools and oversees the RFP process.

Assists in or performs contract administration, surveys and inspections, monitors preparation of and approves, or recommends as appropriate, changes to the scope of work of and change orders, approves expenditures from project funds, directs and monitors consultant's work and prepares reports on all phases of active transportation projects including work progress, financial status, progress payments, design details and calculations.

Designs and/or assists in drafting bicycle and pedestrian design plans, construction specifications, and oversees preparation of plans, specification and cost estimates for projects.

Conducts research and public outreach, analyzes data, formulates findings, conclusions and recommendations, writes active transportation reports and presents report findings to the City Council, the Planning Commission, other commission/committees/meetings or interdepartmental as assigned.

Participates in the preparation of the annual budget.

Prepares and updates the long-term projects related to active transportation for the City's Capital Improvement Program.

Reviews and provides comments on bicycle and pedestrian and other related legislation.

Provides technical support to various committees and represents the City at public meetings.

Performs additional duties as assigned.

QUALIFICATIONS GUIDELINES:

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

EDUCATION, TRAINING AND/OR EXPERIENCE:

Three years of progressively responsible community, state or regional planning experience in the development of active transportation programs.

Graduation from an accredited college or university with major coursework in transportation, environmental or urban/transportation planning, civil engineering, architecture, public administration or a closely related field.

License and/or Certificate

Possession or the ability to obtain a valid Class C California Driver's License before the date of appointment may be required. Revocation of license during employment may result in disciplinary action or reassignment.

Possession of a valid Certificate of Registration as a Registered Civil Engineer or Traffic Engineer. State of California registration is required within one year of appointment.

KNOWLEDGE AND SKILL LEVELS:

Knowledge of the principles, practices and techniques of active transportation and transportation planning.

Knowledge of bicycle and pedestrian design concepts, safety issues and program development.

Knowledge of the laws, regulations and reporting requirements pertaining to transportation, air quality and environmental protection.

Knowledge of the relationships between active transportation, land use, economy and overall sustainability.

Knowledge of policy development, communication and implementation methods of the fundamentals of land use planning, urban design and site plan review.

Knowledge of the principles, practices and methods of project management and design.

Knowledge of research methods and techniques to survey, collect and analyze data related to transportation and active transportation planning.

Knowledge of principles and practices of leadership and supervision.

Skill in the use of personal computers and current office software applications such as Microsoft Word, Outlook, Excel and Power Point.

Skill in the use of AutoCad and GIS is desirable.

REQUISITE ABILITIES:

Ability to read and interpret laws and regulations and apply them appropriately to specific cases.

Ability to read and evaluate development plans and specifications, and recommend changes to comply with specific statute, code and/or environmental requirements.

Ability to understand and carry out complex technical directions and use initiative and sound independent judgment within established guidelines.

Ability to manage multiple, concurrent projects while maintaining project schedules.

Ability to deal effectively with stressful and/or confrontational situations requiring tact, diplomacy and persuasion.

Ability to secure and maintain effective work relationships with coworkers, contractors, developers, architects, representatives of other governmental agencies and the general public.

Ability to prepare and analyze data and information, make sound recommendations and prepare comprehensive reports.

Ability to research, develop and evaluate alternative solutions to transportation problems.

Ability to communicate and present ideas effectively both orally and in writing and prepare and deliver effective oral presentations to City Council, Planning Commission, Bikeway and Walkability Committee and citizens' groups.

Ability to plan, organize and supervise the work of assigned staff.

Ability to attend City Council, commission and/or committee meetings after hours.

SUPPLEMENTAL INFORMATION:

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

Please contact Human Resources for a summary of the essential tasks and environmental factors for this classification.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.